

JUVENILE REHABILITATION ADMINISTRATION

JRA POLICY # 5

SECURITY CLASSIFICATION

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ADMINISTRATIVE POLICY

JRA POLICY NO. 5

SUBJECT: SECURITY CLASSIFICATION

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AUTHORIZING SOURCE: RCW 13.40.030
RCW 13.40 460
Chapter 71.09 RCW
Chapter 388-730 WAC

EFFECTIVE DATE: July 1, 2008

APPROVED BY: **J.C. 07-08**
John Clayton, Acting Assistant Secretary

SUNSET REVIEW DATE: July 1, 2010

5-100 PURPOSE

This policy describes the system used to assign security classification to youth committed to the Juvenile Rehabilitation Administration (JRA) in JRA residential facilities.

5-200 SCOPE

This policy applies to all JRA organizational units and contracted residential programs.

5-300 DEFINITIONS

1. **Administrative Override:** The process used to place or maintain a youth at a security classification contraindicated by the CPER, or by consecutive CRA scores for youth in community placement.

2. **Community Facility (CF):** A group care residential program operated for the care of juveniles committed to the JRA under RCW 13.40.185. A county detention facility that houses juveniles committed to JRA under RCW 13.40.185 pursuant to a contract with the department is not a community facility.
3. **Community Placement Eligibility Requirements (CPE):** The combination of community eligibility date and consecutive CRA scores (Attachment C) used for placing youth at institution minimum security classification or minimum security classification without an administrative override.
 - A. **Community Eligibility Date:** The earliest date a youth in an institution is eligible for institution minimum security classification or minimum security classification.
 - B. **CRA Eligibility Scores:** The consecutive number of most recent CRA scores between 0 - 25, inclusive, required for institution minimum security classification or minimum security classification.
4. **Community Risk Assessment (CRA):** The instrument and instructions (Attachment B) used to measure a youth's rehabilitation progress and potential for risk to public safety. (The CRA is located in ACT. The backup form is DSHS form 14-352A)
5. **Initial Security Classification Assessment (ISCA):** The instrument and instructions (Attachment A) used to determine initial security classification for committed youths. (The ISCA is located in ACT. The backup form is DSHS form 14-352)
6. **Institution:** A JRA operated or contracted residential program that provides maximum, medium, or institution minimum-security classification placement.
7. **Minimum Security Facility:** A JRA operated or contracted residential program for the care, custody, education and treatment of youth with less serious behavior problems under RCW 72.05.150.
8. **Pending Criminal Charges:** When an Information is filed with the Court.
9. **Residential Treatment and Care Program (RTCP):** A single family residence operated for the care of youth assigned minimum security classification and committed to the department under RCW 13.40.185.
10. **Short Term Transition Program (STTP):** A county detention program contracted by JRA to provide secure placement and residential transition services for youth initially assigned a minimum-security classification and pending transfer to a community facility.

11. **Unescorted Participation:** Participation by a youth in the community who is not directly supervised by a JRA staff person, contractor or approved volunteer.

5-400

POLICY

1. **JRA should place youth in the least restrictive setting consistent with public safety interests.**
2. **The JRA will maintain four security classifications.**

A. Maximum Security Classification

1) *Facility*

A youth at maximum security classification must reside and participate in programs in a residential facility with the capacity to provide living units with, at a minimum:

- a) security windows,
- b) locked exterior doors,
- c) lockable single-person rooms, and
- d) a security fence.

2) *Youth Movement*

Movement at the facility is permitted only with close staff escort.

3) *Community Access*

Movement off facility grounds is not allowed except for court appearances, medical appointments, or emergencies and requires staff escort and transportation in restraints and a security vehicle. Authorized leaves are not permitted except for medical or emergency reasons as stated in JRA Policy No. 8 "Authorized Leaves."

B. Medium Security Classification

1) *Facility*

A youth at medium security classification must reside and participate in programs in a residential facility with the capacity to provide living units with, at a minimum, locked exterior doors and/or with fire exit doors fitted with alarms and windows without egress and/or a security fence.

2) *Youth Movement*

- a. Movement at the facility requires staff escort, continuous visual surveillance, or telephone/radio verification of a youth's departure from and arrival to an area.
- b. Consistent with public safety, unescorted movement on facility grounds is permitted for a youth whose last Community Risk Assessment (CRA) score is between 0 - 25, inclusive.

3) *Community Access*

- a. Unescorted community access is not permitted.
- b. Movement off facility grounds is not permitted except for participation in Department of Natural Resources work crews, other supervised work crews, or programs which provide close staff escort. Movement off facility grounds for court appearances, medical appointments, or emergencies requires a staff escort and transportation in a security vehicle and/or restraints.
- c. Authorized leaves are not permitted except for medical or emergency reasons as stated in JRA Policy No. 8 "Authorized Leaves."

C. Institution Minimum Security Classification

1) *Facility*

A youth at institution minimum security classification must reside and participate in programs in a residential facility with the capacity to provide a living unit with, at a minimum, lockable exterior doors and/or fire exit doors fitted with alarms, and windows without egress and/or a security fence.

2) *Youth Movement*

Consistent with public safety interests, unescorted movement on facility grounds is permitted.

3) *Community Access*

- a. Staff-escorted community activities are permitted.

- b. Notification requirements per JRA Policy No. 9, "JRA Release, Transfer, and Placement Notification Requirements," must be met prior to any unescorted community access.
- c. Unescorted participation in community work, educational and community service programs, and family treatment or other activities to strengthen family ties, is permitted for up to 12 hours per day and must be consistent with the requirements of Policy 8 "Authorized Leaves."
- d. The Superintendent or Regional Administrator or designee permitting unescorted community activities must establish a local policy which should include:
 - i) activities permitted;
 - ii) eligibility requirements;
 - iii) monitoring and accountability requirements; and
 - iv) requirements to document the treatment purpose of activities for each youth as outlined in individual treatment goals.
- e. Authorized leaves may be permitted as stated in JRA Policy No. 8 "Authorized Leaves."

D. Minimum Security Classification (*Minimum Security youth housed at a community facility*)

1) *Facility*

A youth at minimum security classification may reside in a JRA operated or contracted community placement or Residential Treatment Care Program (RTCP).

2) *Youth Movement*

Consistent with public safety interests, unescorted movement on facility or residential treatment program grounds is permitted.

3) *Community Access*

- a. Escorted community activities are permitted.
- b. Unescorted participation in community work, education, community service, or treatment programs is permitted for up to 12 hours per day. Treatment programs may include family treatment and other activities to strengthen family ties or activities to enhance written treatment goals.

- c. The Superintendent or Regional Administrator or designee permitting unescorted community activities must ensure JRA operated and contracted facilities or residential treatment programs have a written policy which should include:
 - i) activities permitted;
 - ii) eligibility requirements;
 - iii) monitoring and accountability requirements; and
 - iv) requirements to document the treatment purpose of activities for each youth as outlined in individual treatment goals.
- d. Authorized leaves may be permitted as stated in JRA Policy No. 8 "Authorized Leaves."

3. The Initial Security Classification Assessment (ISCA) and initial placement must be determined by diagnostic staff utilizing the ISCA (Attachment A) unless, due to aggravating or mitigating factors, the override option for the ISCA is approved.

- A. Before being placed in a community facility, youth must serve 10 percent of the aggregate minimum sentence or 30 days, whichever is greater in an institution or Short Term Transition Program (STTP).
- B. Before being placed in a RTCP, youth must serve 10 percent of the aggregate minimum sentence or 30 days, whichever is greater in an institution, STTP, or secure detention facility. See sections 5-400-6A and 5-400-7D.

4. Changes in security classifications will be determined by a youth's demonstrated behavior related to residential safety and security, rehabilitative progress, and public safety interests.

A. Maximum Security Classification will be determined by:

- 1) Demonstrated behavior which threatens the safety and security of the facility, its staff and residents, or the youth's rehabilitation;
- 2) A youth's return from a community placement following an adjustment issue; or
- 3) An administrative override.

B. Medium Security Classification will be determined by:

- 1) Demonstrated lawful behavior and adherence to institution regulations and treatment programming; or

- 2) Demonstrated behavior which threatens the safety and security of the facility, its staff and residents, or the youth's rehabilitation for a youth who had been classified below medium security; or
- 3) A youth's return from a community placement following an adjustment issue; or
- 4) An administrative override.

C. *Institution Minimum Security Classification* will be determined by:

- 1) ISCA or
- 2) The Community Placement Eligibility Requirements (CPER) for minimum security classification (Attachment C); or
- 3) An administrative override.

A youth returned from a community placement following an adjustment issue must not be placed at this security classification. A youth's appropriateness for this classification may be reviewed at the next authorized CRA, unless the youth's CRA score is between 0 - 25, inclusive, at the time of return. See section 5-400(5)(H).

D. *Minimum Security Classification* will be determined by:

- 1) ISCA, or
- 2) The CPER (Attachment C); or
- 3) An administrative override.

Youth with minimum security classification may reside in a minimum security facility if they have served the required 30 days or 10 percent of their aggregate minimum sentence in a secure facility.

5. The JRA residential facilities must periodically assess a youth's rehabilitation progress and risk to public safety in determining security classification.

- A. Youth will be assigned a security classification consistent with 5-400(4) and/or the CPER.
- B. CRAs will always assess a youth based upon the previous **90** days in JRA residence.

- C. CRAs will be initially administered no sooner than **90** days from admission date and every 90 days thereafter until a youth has reached the community eligibility date.
- D. Once a youth has reached the community eligibility date, a CRA may be completed no more frequently than every 30 days, but no later than every 90 days, except when required for a community placement return.
- E. Youth in a minimum security facility who commit a serious violation identified in WAC 388-730 must be placed in an institution. Those youth returned with a CRA score between 0 - 25, inclusive, may be returned as described in subsection (5)(H), below. Returned youth with a CRA score greater than 25 must meet requirements identified in the CPER, bottom section.
- F. A youth at minimum security classification whose CRA score becomes greater than 25, but is not the result of a serious violation as identified in WAC 388-730, must have a written intervention plan developed to address the issues which elevated the CRA score. An administrative override is required to retain such a youth with two consecutive CRA scores greater than 25 at minimum security classification placement.
- G. A CRA will be administered when moving a youth from a minimum security facility to an institution unless the youth has not been in residence at least 90 days from JRA admission date.
- H. A youth with a CRA score between 0 - 25, inclusive, transferred to an institution may be returned to the minimum security facility prior to the next CRA date if the sending minimum security facility and the receiving institution agree, and they reasonably believe the youth can adhere to the conditions of placement in the minimum security facility.
- I. The Superintendent or Regional Administrator or designee will ensure CRAs are completed in ACT as required and included in the youth's Case File.

6. Eligible youth must be considered for community placement.

- A. A youth with an initial security classification of minimum is placed at institution minimum to serve 10 percent of the aggregate minimum sentence or 30 days, whichever is greater, in an institution or STTP prior to community placement. The process to consider a minimum security facility placement will be initiated upon admission. The required review of pre-commitment school and law enforcement records will be conducted and documented

(Attachment E), and appropriate changes to the ISCA score be completed prior to minimum security facility placement.

- 1) If a youth with an initial security classification of minimum warrants a security classification change to medium or maximum during the initial 90 day period after admission, they will no longer be eligible for community placement and will fall into the requirements of the CPER. The Superintendent or Regional Administrator or designee may return a youth to institution minimum or minimum security classification within the first 90 days of admission, if an investigation of the incident requiring the security classification change shows the change is no longer necessary.
 - 2) If placement is not finalized within 90 days of JRA admission, a CRA will be completed; and as long as the youth has a score of 0 – 25 he or she will remain eligible for community placement. If the youth scores 26 or above or has been placed at a medium or maximum security classification, the youth is no longer eligible for community placement and will be required to meet the consecutive CRA requirements outlined in the CPER based on the type of offense and length of sentence.
- B. When a youth has met the CPER (which satisfies the requirements for youth to serve 10 percent of the aggregate minimum sentence or 30 days, whichever is greater, in an institution), the process to consider a minimum security facility placement must be initiated unless an Administrative Override is approved (Attachment D). The required review of pre-commitment school and law enforcement records will be conducted and documented prior to minimum security facility placement.
- (1) A youth meeting the CPER will be placed at Institution Minimum Security Classification or Minimum Security Classification unless an administrative override is approved.
 - (2) The community placement process may be initiated prior to the youth satisfying the CPER to facilitate transfer.
 - (3) The "most recent consecutive" CRAs must include:
 - i) the one completed on the community eligibility date, or
 - ii) the "most recent" CRA completed after the community eligibility date which satisfies the youth's consecutive CRA requirements.
- C. A youth's acceptance and participation in the Basic Training Camp will automatically override the CPER and the requirement to consider community placement.

- D. A youth placed in a RTCP is not required to be referred to another community placement.

7. The JRA Directors for Institution Programs and Community Programs must review and jointly approve transfers to minimum security facilities for:

- A. Youth who have committed one of the following offenses:
 - (1) Murder 1 or 2;
 - (2) Manslaughter 1;
 - (3) Vehicular Homicide;
 - (4) Rape 1;
 - (5) Arson 1;
 - (6) Bomb Threat; or
 - (7) Have committed an offense which has caused or may cause increased media, community, victim, witness, or law enforcement attention.
- B. The JRA Transition Coordinators will initially follow the typical review process, including the involvement of appointing authorities or designees for the institution and minimum security facility (if a designee is involved, they will ensure the appointing authority is aware of the recommendation).
- C. If the preliminary recommendation from the participants in the initial review is to continue considering placement in a minimum-security facility, the JRA Transition Coordinators will review the case with the Directors for Institution and Community Programs. A final decision will be made at this review, along with direction on documentation for the review to be in an Administrative Review Record of Official Action or in combination with a Transfer ROA.
- D. The final review decision will be shared with the involved JRA Transition Coordinator who will ensure the appropriate institution and regional staff are informed of the decision.

8. Some youth are ineligible for Institution Minimum Security Classification or Minimum Security Classification.

- A. Youth serving a Department of Corrections (DOC) sentence in JRA.
- B. Youth who have committed sex offenses who are classified as a Risk Level III under RCW 13.40.217.
- C. Youth who have not met DNA requirements per JRA Policy No. 27.

- D. Youth who have escaped, or attempted to escape, while in JRA custody are ineligible for a period of one year from the date of return to JRA custody.
 - E. Youth with pending criminal charges are ineligible until the charges have been resolved. If the youth receives another sentence, eligibility will be determined as required by the CPER and other applicable policy requirements.
 - F. Youth with a pending adult sentence.
 - G. Youth identified as Foreign Nationals per JRA Policy 38, "Foreign Nationals Committed to JRA", are ineligible if the Immigration and Customs Enforcement (ICE) has:
 - (1) Not responded to the Notice of Alien Incarceration (for up to 90 days); or
 - (2) ICE has expressed an interest in the youth or the youth has an ICE hold.
 - H. A review of pre-commitment school and law enforcement records (including non-conviction data) received by JRA, within 30 days of request, must be completed for youth prior to placement at minimum security classification, per Chapter 388-730 WAC. They are ineligible until the review is completed by the sending facility.
 - (1) Diagnostic staff have the responsibility for requesting school and law enforcement records as part of the initial diagnostic process and must forward the records to the appropriate institution staff.
 - (2) Eligibility will be determined by available data and the requirements of the CPER if the records have not been received within 30 days of the request made by Diagnostic staff.
 - I. Youth who have committed sex offenses who are in the review process for civil commitment or have been found to meet the criteria for civil commitment referral pursuant to Chapter 71.09 RCW.
 - J. Youth who have demonstrated suicidal behavior are temporarily ineligible. An administrative override is required within 30 days of that identification to continue ineligibility for institution minimum or minimum security classification.
9. **An Administrative Override is required to place or retain youth at a security classification contraindicated by the CPER or by CRA scores for youth in minimum security facilities.**
- A. An Administrative Override requires Assistant Secretary or designee approval.

- B. A request for an Administrative Override is done as needed as a part of the CRA assessment process.

When the reasons for the request are treatment or behavior related, the documentation should discuss the issues as they relate to the Integrated Treatment Model (ITM) treatment hierarchy.

Approved Administrative Overrides are entered into ACT.

- C. The Request for Administrative Override Form (Attachment D) should be used by:
- 1) Institution staff to keep a youth in the institution who has met CPER and does not meet one of the criteria in 5-400(7).
 - 2) Institution staff to place a youth not meeting the CPER at Institution Minimum Security Classification or Minimum Security Classification.
 - 3) STTP staff to place a youth not meeting the CPER at minimum security classification.
 - 4) Minimum security facility staff to keep a youth with two consecutive CRA scores of greater than 25 at minimum security classification (per subsection (5)(E).
- D. An Administrative Override will last until the next CRA is done. At that time, if the CRA and CPER do not move a youth to an appropriate classification, then another Administrative Override is required
- E. Minimum security facility staff may assign a youth with a CRA score between 0 – 25 who has not committed a serious violation as identified in Chapter 388-730 WAC, to a medium or maximum security classification. Such action requires transfer to a facility with medium or maximum security capacity and subsequent review by the Assistant Secretary or designee, utilizing the Administrative Override process.

10. Changes in security classification will be recorded in a Record of Official Action (ROA) and entered into ACT.

11. JRA will maintain a photograph of youth in ACT and the youth's Case File for security, custody, and supervision purposes.

Photographs should be periodically updated.

12. Exceptions to policy require approval.

Exceptions to this policy outside the Administrative Override require Superintendent or Regional Administrator or designee approval and must be noted in a ROA.

Attachment A Initial Security Classification Assessment Instruction Manual

Attachment B Community Risk Assessment Instruction Manual

Attachment C Community Placement Eligibility Requirements (CPEP)

Attachment D JRA Administrative Override Form

http://asd.dshs.wa.gov/forms/wordforms/word/20_259.doc

Attachment E Review of Pre-commitment School and Law Enforcement Records

JUVENILE REHABILITATION ADMINISTRATION

Initial Security Classification Assessment

Instruction Manual

Introduction:

The Initial Security Classification Assessment (ISCA) was developed for use by staff in JRA operated or contracted diagnostic units to determine initial security classification and placement of youth committed to JRA. The instrument assigns initial security classification based on a combination of risk to reoffend and offense impact. The greater the risk to reoffend and the greater the offense impact, the greater the initial security classification.

The instrument was originally developed and validated using data from a study of criminal offenses of 925 offenders released from JRA facilities. The validation included an analysis of offenses committed while in JRA custody, as well as offenses up to six years after release. In January 1996 the ISCA was revised, changing the weighting of the ISCA items, but not the items themselves. The weighting changes were in response to offense patterns and failure rates of JRA youth placed in State operated and contracted group homes.

In 1998 the Washington State Institute for Public Policy conducted research to measure the empirical validity of the ISCA. Empirical validity is the ability of the risk assessment to accurately predict recidivism. The study group consisted of a two year sample of youth paroled or discharged into the community between July 1, 1993, and June 30, 1995. The research concluded the ISCA is a valid predictor of the 18-month felony recidivism rates based on the study group. The research also determined, however, greater predictive capability would be achieved by additional revision of the ISCA. Consequently, in 1999 three additional items were added, weighting adjustments were made, and the scoring totals were adjusted.

General Instructions:

The information required for completion of the instrument should be available at the time of diagnostic assessment. In order to maintain the validity of the instrument, it is important that each of the items be considered carefully and answered using one of the responses provided. Any items for which adequate information is unavailable should be scored as zero (0). The specific instructions that follow explain the scoring of the instrument and clarify response options for specific items.

Specific Instructions:

Name and JRA Admission Date:

The Offender's name, JRA Number, Juvis Number, and JRA Admission Date should be entered at the top of the form. The date of assessment can be recorded in lieu of the Admission Date. Please provide complete, legible information to ensure linking an assessment to an individual youth.

Section I: Offender Risk Level

- Item A: Prior Assaultive Behavior. Score a 3 if there is evidence a youth has assaulted others in the past. An assault is an attempt to physically injure another person. This is not a criminal history item; the assaultive behavior does not have to have resulted in an arrest or conviction.
- Item B: Impulsive or Hostile Response to Frustration. Scoring should be based on the social history information, court/police records, behavior in detention, and any other available information. Score a 2 for those youths with a history of extreme responses to frustration that result in hostile or impulsive behavior.
- Item C: Age at First Adjudication. Score this item based on the youth's age on the date the first adjudicated offense occurred, or first diversion at age 12 or older. If a question arises concerning a specific offense, consider only adjudications or diversions that could be part of the criminal history.

- Item D: Chemical/Alcohol Use. Score this item based on a formal assessment of the youth, PESQ, WSRAT, positive urinalysis, or use reported by self or family.
- Item E: Problem Solving Skills. This item is intended to assess the youth's ability to resolve social problems as they arise in everyday life. This item is specifically focused on the cognitive ability to analyze social interactions and develop appropriate solutions. The assessment should be based on social history information, court/police records, behavior in detention, and any other available information.
- Item F: Peer Relationships. This item is intended to distinguish those youths with **positive peer support** from those with **negative peer influence**. Score the item as a zero (0) if the youth has involvement with pro-social peers. Score the item as a 1 if the youth is involved with delinquent peers or gangs. If the youth has involvement with both pro-social and delinquent peers, make a subjective decision whether the influence of the negative peers/gang involvement outweighs the influence of the pro-social peers.
- Item G: Prior Adjudications. Score this item based on the number of adjudications and diversions age 12 or older occurring prior to the offense(s) involved in the current commitment. If a question arises concerning a specific offense, consider only offenses that could be part of the criminal history.
- Item H: Compliance with Facility Regulations. Score this item based on recent behavior in detention prior to current commitment. If the court did not require detention prior to adjudication/disposition, score this item as a zero (0).
- Item I: History of Escapes. Score 3 if the youth has left a court ordered placement without permission or escaped from a detention center, a JRA facility, or law enforcement/detention/JRA staff custody. The key element is leaving despite law or lawful orders to the contrary. Leaving home **while on probation or in foster placement** is included, although a history of running away from home is not sufficient by itself to score 3 on this item.
- Item J: Prior Commitments. Consider only commitments to the JRA or other state corrections programs. Do not consider detention orders unless they are commitments to Community Alternative Programs operated under contract to the JRA. Consider each separate court order as a separate commitment, even if they run consecutively.
- Item K: Gender. Score zero (0) for female offenders, score 5 for male offenders.
- Item L: Adjudicated Sex Offender. Score zero (0) for a youth who is a sex offender. Score 5 for a youth who is not a sex offender.
- Item M: Age at Admission. Score this item based on the youth's age on the date of current commitment.

Section II: Current Offense Seriousness

- Item N: Length of Maximum Sentence. The length of sentence is the sum of the maximum sentences for all offenses in the current admission. Do not consider pending court actions. Pending action may be considered later when re-scoring the ISCA following additional commitment(s).
- Item O: Violent Offense in Current Admission. Score 2 for this item if any of the offenses in the current commitment(s) meet the statutory definition of a violent offense. RCW 9.94A.030 do not consider anything but adjudicated offenses. Do not consider plea bargained or uncharged offenses or prior criminal history.

Section III: Risk Level and Offense Seriousness Scores

Calculate the Risk and Seriousness scales scores by adding the scores of Items in Sections I and II respectively. Remember to assign unknown items a score of zero (0). Mark risk level and offense seriousness as low, moderate, or high.

Section IV: Initial Security Classification Assignment and Residential Placement

Use the security classification grid to determine Initial Security Classification based on risk level and offense seriousness. Enter the initial security classification in the space provided.

If there is reason to override the initial security classification (*see JRA Policy # 5*), enter the assigned security classification in the space provided and briefly describe the justification for the override.

Indicate the placement of the youth in the space provided, date the action, and sign it.

Inclusion in the Case File:

The original of the ISCA should be placed in the JRA case file in Section I, immediately on top of the Diagnostic Record of Official Action.

Client Activity Tracking System (CATS/WinCATS) Input:

Input necessary identifying information and the results of the ISCA into the CATS/WinCATS.

Section V: Subsequent Changes to the Initial Security Classification Assessment (ISCA)

A youth's ISCA score may change following initial admission to JRA and completion of the original ISCA. Whenever one or more of the following events occur, a subsequent ISCA must be completed to determine if the ISCA score has changed:

New adjudication(s) – This may be the result of pending charges upon initial commitment, or in response to new offenses committed while in JRA custody.

Review of unofficial school and/or law enforcement records – This process must be followed in accordance with JRA Policy No. 5, section 400-(6)(A), prior to consideration for community placement.

Receipt of verifiable new information – The information must be objective, pertinent to a specific ISCA category(s), and substantiated by a creditable person or agency, independent of the original source. Hearsay, opinion, or impressions would not meet the requirement.

If the ISCA score changes based on one of the identified events, the new ISCA score must be used for all custody, security classification, and release purposes and decisions. **The assigned case manager must provide written notification to all pertinent facility and/or regional staff of the change, and coordinate any adjustments in custody, security classification, release planning, or parole status.** There is no limit to the number of times an ISCA score may change, and in all cases the most recent score must be the one used.

If the ISCA score does not change despite the occurrence of one of the preceding events, the original ISCA (or most recent that resulted in a changed score) must remain in place.

The original ISCA, and all subsequent ISCA's that reflect a score change, must be placed in Section I of the JRA case file, immediately on top of the Diagnostic Record of Official Action. Also, input all these scores into the Client Activity Tracking System (CATS/WinCATS).

JRA
COMMUNITY RISK ASSESSMENT
INSTRUCTION MANUAL

The following instructions provide information for using the Juvenile Rehabilitation Administration (JRA) Community Risk Assessment (CRA).

The Community Risk Assessment has been designed for the JRA staff to use in measuring rehabilitation progress and the potential for risk to public safety. The CRA is based upon a youth's behavior during the previous 90 days in JRA custody. The instrument shall be administered initially no sooner than 90 days after a youth's admission to JRA. After the first Community Risk Assessment is completed, it shall be administered every 90 days thereafter, and may be administered no sooner than 30 days in response to a reduced security risk or identified rehabilitation progress.

Responses will always be based on behavior occurring during the previous 90 days in custody.

The instrument is to be completed by the assigned case manager, taking into account input from the staff team and reviewed by immediate supervisor.

In order to maintain the validity of the instrument, it is important that each of the items are considered carefully and answered using one of the responses provided. The specific instructions which follow explain the scoring of the instrument and clarify response options for specific items.

Client Identification Information

The offender's name, JRA number, JRA admission date, and the date the assessment was completed should be entered in the spaces provided at the top of the form. These identifiers are the only way of tying an assessment to an individual youth, so it is essential this information be entered consistently and legibly.

Risk Assessment Items

Item A: **Escapes/Attempts.** Score this item:

- 0 If the youth has not escaped, attempted an escape, or been considered an escape risk. Usually, an unauthorized absence for a late return would not be considered an escape or escape attempt.
- 10 If the youth has escaped, or attempted to escape, while in JRA custody (including on authorized leave or temporary assignment) or been considered an escape risk during the previous 90 days. A youth who has been considered an escape risk is one who staff believe has been involved in discussing or planning an escape and staff have taken documented measures to intervene.

Item B: **Assaultive Behavior.** Include physically assaultive behavior even if it did not result in an arrest or conviction. Score this item.

- 0 If the youth has not assaulted other youths or staff and has not shown a pattern of threatening to assault others.
- 6 If the youth has been involved in an assault of other youths or staff (an incident where there was intent to cause harm to the victim), or has a pattern of threats, either verbal or non-verbal to assault others, or has lacked self-restraint during the previous 90 days while in JRA custody. A youth who is scored as assaultive is one who has engaged in the above, and staff have taken documented measures to intervene.

Typically a youth with this rating will be exhibiting behavior intended to exert power or control over others, or to retaliate aggressively; or is lacking inhibition to control aggressive behavior, or the pattern of aggression is unpredictable.

Item C: Chemical Alcohol Use. Based on specific evidence of chemical/alcohol use, solicitation, or distribution during the previous 90 days in the JRA custody. Score this item.

- 0 If the youth has no evidence of use, solicitation, or distribution.
- 10 If the youth has evidence of use, solicitation, or distribution. Evidence can be any of the following; positive urinalysis test, actual possession, or admission of use, solicitation, or distribution.

Item D: Progress With Facility Core Requirements. This item should be based on behavior during the previous 90 days in JRA custody. Score this item.

- 0 If the youth is actively participating in core program requirements and has moved beyond compliance to the independent, general application of newly learned skills to the daily group living setting:

Typically these youth are independently participating, without staff direction, in assigned core rehabilitative programming, i.e., work, education, victim's empathy, behavior modification programming, substance abuse education, life skills. A youth scoring 0 will be at the higher levels of the facility's sanction/incentive system. These youth consistently display behaviors which replace maladaptive behaviors leading to criminal activity. They behave in a lawful manner, accept responsibility for previous criminal behavior and exhibit respect for authority and others.

- 3 If the youth is actively participating in core programming requirements and is generally demonstrating compliance with facility regulations, but is inconsistently applying newly learned skills to the daily group living setting.

Typically, a youth scoring 3 will be at the mid-level of the facility's sanction/incentive system. This youth periodically may be in violation of core program requirements or may occasionally encourage others to be in violation of core program requirements or to act out aggressively toward others.

- 6 If the youth is complying with core program requirements only at the direction and intervention of staff, but is not demonstrating application of new skills to the daily group living setting, or is inconsistently complying to facility regulations, requiring intensive staff intervention; or is non-compliant despite staff intervention; or repeatedly incites others to be in violation of core facility requirements or to act out aggressively toward others.

Typically, a youth scoring 6 will be at a lower level of the facility's sanction/incentive system.

Item E: Problem-Solving Skills. This item is intended to assess the youths' ability to resolve problems as they arise in everyday life. This item should be based on behavior during the previous 90 days in JRA custody. Score this item:

- 0 If the youth generally responds to problems by considering alternatives and consequences before acting. This youth manages problems in a manner which results in a lawful outcome that is respectful of self and others.

Typically this youth responds to disagreements with authority figures by applying problem-solving skills, seeks staff input in solving daily living problems, and is able to make choices based on long-term benefits.

- 3 If the youth rarely or never responds productively to problems by considering alternatives or consequences before acting.

Typically this youth may respond to problems by participating in fighting behavior with peers, acting impulsively, displaying verbal disrespect, abuse, or threats toward staff or peers. This verbiage may also escalate to the point of physical harm to self or others. Verbal disrespect may be name calling, disparaging remarks, etc. Youth who raise their voice and/or use non-offensive hand gestures while disagreeing may not necessarily be disrespectful.

Item F: Hostile Response to Frustration. This item should also be based on the youth's behavior in JRA custody during the previous 90 days. Score this item:

- 0 If the youth has demonstrated an ability to respond to frustration without misdirecting that frustration towards others or property.

Typically the youth is able to delay immediate gratification, accept "No" in response to requests from authority figures, and accept disappointment or failure.

- 3 If the youth frequently responds to frustration with agitation that requires staff intervention and close monitoring of his/her behavior.

Typically, this youth misdirects anger toward peers or staff, engages in vandalism or spontaneous property damage, is verbally defiant, requires physical restraint or engages in fighting behavior.

Item G: Peer Victimization. This item is intended to assess a youths' ability to interact with individuals in a manner that does not knowingly inflict emotional or physical harm and is not coercive in nature. This item should be based on behavior during the previous 90 days in JRA custody.

- 0 If the youth displays tolerance and respect for peers, and meets personal needs by working with and being considerate of others.

Typically this youth respects the choice of others which may conflict with his/her personal needs or wishes, consults with staff regarding peer issues, and can identify the impact criminal behavior has on victims

- 3 If the youth displays demeaning, intimidating or aggressive language and behavior toward peers and attempts to satisfy personal needs through coercion and aggression.

Typically, this youth will engage in overt and/or covert behavior to gain tangible favors and possessions from peers, elevate peer group status, and target weaker peers to be the focus of degrading jokes or verbal and physical challenges.

Item H: Progress in Specialized Programming. This item is intended to assess the youths' level of active participation in assigned specialized programming to address additional rehabilitative needs. Such programming may include sex offender treatment, substance abuse treatment, mental health intervention, gang intervention, survivors of abuse treatment, gender specific intervention, or other identified programs pertinent to a youths' rehabilitative needs.

- 0 If the youth is actively participating in assigned programming and is applying newly learned skills in the daily group living settings.

Typically, this youth is demonstrating behaviors which reflect newly acquired skills gained through specialized programming which allows him/her to more effectively identify and interrupt behaviors which are viewed as a precursor to criminal activity.

- 6 If the youth is generally attending or completing assigned programming activities but is demonstrating no application of new behavior to the daily group living setting which relate to the specialized rehabilitative needs; or if the youth has demonstrated no or minimal involvement in the assigned programming activities.

Item I: Adjudication/Pending Charges for Behavior while in the JRA.

- 0 If there have been no adjudication or pending criminal charges for behavior that occurred during the youth's previous 90 days stay in the JRA.
- 12 If there have been any adjudication, or if any criminal charges are pending for behavior that occurred during the previous 90 days in JRA custody. Include adjudication/charges for behavior while on authorized leave or temporary assignment. If pending charges are dismissed at a later date, the risk assessment should be re-scored using this additional information.

Item J: Initial Risk Score. Using the total number of risk level found in Section III from the youth's Initial Security Classification Assessment (ISCA), score this item:

- 0 If the youth scored low risk.
- 6 If the youth scored moderate risk.
- 12 If the youth initially scored high risk.

Item K: Initial (or modified) Offense Seriousness. Using the offense seriousness from Section III of the youth's Initial Security Classification Assessment (ISCA), score this item:

- 0 If the initial seriousness was low.
- 3 If the initial seriousness was medium or high.

A youth's ISCA score may change based on a new adjudication(s), review of unofficial school or law enforcement records, or receipt of verifiable new information. If one of these events occurs, a new ISCA form must be completed to determine if the score has changed. Refer to the **ISCA Instruction Manual**, section V, for completion, distribution, and notification requirements.

Calculating the Total Risk Score

Calculate the total score by adding the scores of items A through K and insert the number in the "total score" box. Remember to assign unknown items a score of zero (0).

Mark the appropriate box(es) regarding eligibility for community placement.

The client is eligible for community placement if:

The total score is 25 or less and the client has maintained minimum or institution minimum security classification since admission to JRA; or

The total score is 25 or less and the client has met consecutive CRA requirements; or

An Administrative Override has been granted.

The process used to place or maintain a client at a security classification contraindicated by the community placement eligibility requirement (CPER) or CRA scores for youth in community placement. The administrative override requires a written request submitted for Assistant Secretary or designee approval.

The client is not eligible for community placement if:

The total score is 26 or more;

The client is a DOC client (serving a DOC sentence at a JRA facility); or

The client meets the Community Placement Eligibility Requirements (CPER) and

An Administrative Override has been granted to place or keep the client in a medium or maximum security facility. The administrative override requires a written request submitted for Assistant Secretary or designee approval.

Classified as a Risk Level 3 sex offender per Policy 40.

Escaped or attempted escape while in JRA custody within a year.

The client is ineligible for one year from the date of the escape or attempted escape.

DNA sampling requirements haven't been completed per Policy 27.

Pending charges.

Clients with pending criminal charges are ineligible until the charges have been resolved.

Pending adult sentence

Clients with a pending adult sentence are ineligible for minimum security placement..

Bureau of Immigration and Customs Enforcement (ICE) hold.

Youth identified as foreign nationals per Policy 38, Foreign Nationals Committed to JRA, are ineligible if ICE has 1) not responded to the Notice of Alien Incarceration (for up to 90 days); or 2) ICE has expressed an interest in the youth or the youth has an ICE hold.

Law enforcement or school information review pending.

A review of pre-commitment school and law enforcement records (including non-conviction data) *must* be completed for all youth prior to placement at minimum security classification, per WAC 388-730. They are ineligible until the review is completed by the sending facility. Diagnostic staff request these records and forward them to the appropriate institution staff. If after 30 days the requested records have not been received, eligibility will be determined by available data and the requirements of the CPER.

Eligible for civil commitment referral:

Sex offender who is in the review process for civil commitment or has been determined to meet the criteria for civil commitment referral, pursuant to 71.09 RCW are ineligible for placement in a minimum security facility until they are no longer in the civil commitment review process per Policy 37.

Current suicide assessment

Client who have demonstrated a threat to harm him/ herself within the last 30 days are ineligible.

Counselor and Supervisor Signatures

Both the client's counselor and the program supervisor must sign and date the assessment form upon completion. When the form becomes a part of the electronic Case File, the names of the counselor and approving supervisor will be recorded.

Distribution

The original assessment form will be placed in the JRA Case File* on top of the Initial Security Classification Assessment (ISCA) in the first section of the Case File. When the form becomes a part of the electronic Case File, it will be stored in CATS/WinCATS. (Effective January 10, 2005, the CRA will be a part of the electronic JRA Case File. Hard copies will no longer be placed in the hard copy Case File.)

Input to Activity Client System (ACT)

Input scores of all Community Risk Assessment's (CRA) into the Activity Client System (ACT) by using Enter Client Data, Assessments, and Community Risk Assessment Input.

COMMUNITY PLACEMENT ELIGIBILITY REQUIREMENTS (CPER)

When finding where a youth places on the CPER grid, use the aggregated minimum sentenced by the court. Do not deduct the detention credit and pre-admission credits from the court sentenced aggregate minimum. For a youth whose minimum sentence is beyond their 21st birthday, for purposes of placement on the CPER grid, recalculate the aggregate minimum by calculating the number of weeks between their admission date and their 21st birthday.

Type of Offender	Aggregated Minimum Length of Sentence	Institution Minimum or Minimum Security Classification Community Eligibility Date	CRA Range	CRA Eligibility Scores
Non-Violent, Non-Sexual, Non-Kidnapping, or Non-Stalking	0 – 52 weeks	1st Assessment: Eligibility date: At 90 days Subsequent: CRA not before 30 days , but no later than 90 days	0 - 25	1 score within range to demonstrate sustained progress and low risk. *Any time a youth's score exceeds 25, the consecutive score requirement starts over.
Non-Violent, Non-Sexual, Non-Kidnapping, or Non-Stalking	52 weeks +	1st: At 90 days 2nd: Eligibility date: Not before 30 days , but no later than 90 days Subsequent: Not before 30 days , but no later than 90 days	0 – 25	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
Violent, Sexual, Kidnapping, or Stalking (JRA Policy 9)	0 – 36 weeks	1st: At 90 days 2nd: Eligibility date: Not before 30 days , but no later than 90 days Subsequent: Not before 30 days , but no later than 90 days	0 – 25	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	36+ weeks - 52 weeks	1st: At 90 days , CRA <u>every 90 days</u> until eligibility date 2nd: Eligibility date: At 180 days Subsequent: Not before 30 days , but no later than 90 days	0 – 25	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	52+ weeks - 104 weeks	1st: At 90 days - CRA <u>every 90 days</u> until eligibility date 2nd: At 180 days 3rd: Eligibility date: Not before 30 days , but no later than 90 days	0 – 25	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	104+ weeks - 156 weeks	1st: At 90 days - CRA <u>every 90 days</u> until eligibility date 2nd: At 180 days 3rd: Eligibility date: At 270 days Subsequent: Not before 30 days , but no later than 90 days	0 – 25	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	156+ weeks - 208 weeks	First 180 days - CRA due <u>every 90 days</u> Subsequent CRA <u>every 90 days</u> until eligibility date At 270 days Eligibility date: At 360 days Next: Not before 30 days , but no later than 90 days	0 – 25	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *

“ “	208+ weeks - 260 weeks	First 450 days - CRA due <u>every 90 days</u> Subsequent CRA <u>every 90 days</u> until eligibility date At 540 days At 630 days Eligibility date: At 720 days Next: Not before 30 days , but no later than 90 days	0 – 25	3 most recent consecutive scores within range to demonstrate sustained progress and low risk (beginning at 540 days of minimum). *
“ “	260 weeks +	First 50% of aggregated minimum - CRA due <u>every 90 days</u> Subsequent CRA every 90 days until eligibility date At 90 days beyond 50% of aggregated minimum At 180 days beyond 50% of aggregated minimum At 270 days beyond 50% of aggregated minimum Eligibility date: At 360 days beyond 50% of aggregated minimum Next: Not before 30 days , but no later than 90 days	0 – 25	3 most recent consecutive scores within range to demonstrate sustained progress and low risk (beginning at 180 days beyond 50% of minimum). *
Pending charges /adjudications for behavior while in JRA. Time served awaiting closure of pending charges counts toward eligibility requirements.	1) Youth with pending charges are not eligible for institution minimum security or minimum security classification. 2) For adjudicated offenses, eligibility is extended 90 days beyond initial eligibility date, 90 days beyond new eligibility date (based on new aggregated minimum sentence) or 90 days beyond date of offense, whichever is later. 3) Youth who have no pending charges or adjudications for 1 year from date of last offense shall return to initial or new eligibility date based on aggregated minimum LOS. 4) Eligibility dates and corresponding CRA extended by accrued dead time.		0 – 25	1) For adjudicated offenses, add 1 consecutive CRA score to original eligibility requirement. Number of adjudications does not increase consecutive CRA scores beyond 1 to original eligibility requirement. 2) Youths who have no pending charges or adjudications for one year from date of last offense shall return to initial or new number of consecutive scores. *
Community returns for CRA scores 26 or more for issues other than pending charges/ adjudications	Institution must complete next CRA not before 30 days from the returning CRA date*, but no later than 90 days , which includes community behavior if within previous 90 days . *If there is no returning CRA available, then the timeframe is determined by the actual date of return, instead of the returning CRA date.		0 – 25	1 score within range This does not apply to release from residential obligation. Eligibility for release from residential obligation requires the original number of consecutive CRA scores as outlined in the CPER or an Administrative Override.

Attachment D
Request for Administrative Override

http://asd.dshs.wa.gov/forms/wordforms/word/20_259.doc

Juvenile Rehabilitation Administration

Name: _____ JRA: _____ DOB: _____

Diagnostic Coordinator: _____ Number: _____ Date: _____

LAW ENFORCEMENT

Diagnostic Request for Information Initiated

Sheriff's Department(s): _____

Contact Person & Number: _____

Local Law Enforcement Jurisdiction(s): _____

Contact Person & Number: _____

Additional Law Enforcement Jurisdiction(s): _____

Contact Person & Number: _____

Law Enforcement Information Received

Law Enforcement Jurisdiction(s) Reporting: _____

Report Received By: _____ Date of Report: _____

Juvenile Information Received: _____

☐ Aggressive/Assaultive Behavior ☐ Flight from Police ☐ Pending Investigation
☐ Domestic ☐ Drugs ☐ Other _____

Law Enforcement Jurisdiction(s) Reporting: _____

Report Received By: _____ Date of Report: _____

Juvenile Information Received _____

☐ Aggressive/Assaultive Behavior ☐ Flight from Police ☐ Pending Investigation
☐ Domestic ☐ Drugs ☐ Other _____

SCHOOL

Diagnostic Request for Information

Last School of Attendance: _____

Contact Person & Number: _____

Subpoena/Request of School Records Completed on _____ by _____

School Information Received

Juvenile Information Received: _____

- ☐ Special Education History/Placement ☐ Disciplinary Action History
☐ Violent, Aggressive, Disruptive, or Gang Behavior(s) ☐ Weapons ☐ Truancy
☐ Drug/Alcohol Abuse ☐ Other _____

Report Received By: _____ Date of Report: _____

Initial Security Classification Assessment (ISCA)

(Following the receipt of Law Enforcement School Contact Information or 30 Days)

- ☐ No change to ISCA Score
☐ Change to ISCA Score
☐ Notification to Region _____ Parole Office of revised ISCA Score _____

Identifying Intensive Parole

Signature: _____ **Date:** _____

Juvenile Rehabilitation Administration

Law Enforcement/School Contact Verification Procedures

The Juvenile Rehabilitation Administration (JRA) Initial Security Classification Assessment (ISCA) is an instrument used to determine the initial security classification for youths committed to JRA. The ISCA is administered prior to placement in a JRA residential facility by Diagnostic Coordinators and must be verified and/or amended by Institutional Intake Administrators or designee(s) in residential facilities to account for Law Enforcement and School information received following a youth's placement. The following procedures outline the process for collection of Law Enforcement and School information and application to the ISCA.

Diagnostic Coordinators Action:

- Request unofficial or non-conviction information from Law Enforcement to be returned to Diagnostic Coordinator. A request shall be made to the county sheriff's department and local law enforcement. If the youth is known to cross law enforcement jurisdictions (example...lives in one county but commits offenses in another) information must be requested from all known jurisdictions.
- Request School Information from the last school of attendance and/or through Probation or Prosecutor's Subpoena.
- Account for Law Enforcement and School information requests on JRA Law Enforcement/School Verification form and attach as a cover to the ISCA.
- Account for new and applicable Law Enforcement and School information received on the ISCA.
- Notify the JRA Regional Office of ISCA Scores 47 and above and BTC youth to identify Intensive Parole Youth.
- Forward Law Enforcement/School Contact Verification form within the legal file to institution.
- Notify the Institutional Intake Administrator if all Law Enforcement/School information has been received.
- Following placement of youth and upon receipt of additional Law Enforcement/School information, notify and forward information to Institutional Intake Administrator.

Institution Intake Administrators

- Review Law Enforcement and School contact information with Diagnostic Coordinator.

- Upon receipt of additional Law Enforcement and School information from Diagnostic Coordinator amend the ISCA and the Law Enforcement/School Contact Verification form to reflect all applicable information.
- Enter into ACT changes in the ISCA score.
- Notify the JRA Regional Office of ISCA Scores 47 and above and BTC youth to identify Intensive Parole Youth.
- At 30 days of placement and with no receipt of Law Enforcement and School information, document on Law Enforcement/School Contact Verification form and continue with Client Risk Assessment (CRA) process.